

DAVIE POLICE DEPARTMENT MEMORANDUM

TO: Bob Rawls, Interim Town Administrator

THRU: Chain of Command

FROM: Patti Dobson/Training

DATE: 19, May 1999

SUBJECT: Proposed Resolution

Attached is the proposed resolution for Officer Dawn Arnau to attend D.A.R. (Drug Abuse Resistance Education) Instructor Training in Altamonte Springs, Florida which commences on June 07 - June 18, 1999. Officer Arnau has recently been assigned to the Support Services Division. This course is necessary to become a D.A.R.E. Instructor for the Elementary Schools.

RESOLUTION _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, AUTHORIZING EXTENDED TRAVEL FOR OFFICER DAWN ARNAU OF THE DAVIE POLICE DEPARTMENT.

WHEREAS, the Town of Davie Resolution R-88-294, established a Travel and Transportation policy for employees, elected officials and other authorized persons; and

WHEREAS, said resolution requires Town Council approval for extended travel, such travel being defined as travel extending past five days; and

WHEREAS, it is in the interest of the community to expend \$1,123.00 in direct costs for the purpose of providing training and education for Officer Dawn Arnau of the Davie Police Department with the finding that more benefit than cost will accrue to the Town and its citizens; and

WHEREAS, the Davie Police Department desires to fund the D.A.R.E. Instructor Training from the Education and Training Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The extended travel for Officer Dawn Arnau of the Davie Police Department is hereby approved as submitted in the attached "Request for Travel" (Attachment "A") provided that the Town's Travel and Transportation policy is adhered to in every fashion.

SECTION 2. The Town Council of the Town of Davie hereby authorizes the Police Department to expend the sum of \$1,123.00, to be appropriated from the Education and Training Account #001-0525-521-0205.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 1999.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 1999.

REQUEST FOR TRAVEL

Department Police Employee Name Dawn Arnau

Travel Destination (City and State) Altamonte Springs, FL

Begin Travel 1:00pm June 6, 1999 End Travel 9:00pm June 18, 1999
(If using air service, travel status begins one-half hour before your departing flight and ends one-half hour after your return arrival)

Describe below the nature of the meeting, seminar, conference or convention and justification for attending (attach any brochure or printed media):

D.A.R.E. (Drug Abuse Resistance Education) Instructor Training

Calculation of Costs

Make Check Payable To:

	Amount
Registration Fee	\$
Airfare: (attach quotes from two agents) (location of meeting): ()	\$
Auto Rental location of lodging : ()	\$
Per Diem (<u>12</u> day(s) X \$ <u>30.00</u> /day) + 1 meal @ 10.00 + 9.00 add'l required for Banquet see attached	\$ 379.00
Reimbursement For Personal Auto (32.5¢ X <u> </u> miles)	\$
Estimated-to be reimbursed upon return	
Lodging (<u>12</u> nights at \$ <u>62.00</u> night)	\$ 744.00
Miscellaneous (Explain)	\$
Sub-Total	\$ <u>1,123.00</u>

Account Number 001-0525-521-0205

Employee's Wage or Salary hours (80 hr X 24.99 hr) (estimate) \$ **1,992.20**
Other Incurred Payroll Costs (include other employees who will work overtime or out-of-classification) \$

TOTAL COST TO TOWN \$ **3,115.00**

TOTAL ADVANCE REQUESTED BY EMPLOYEE \$ **1,123.00**

(does not include any estimated reimbursement for auto usage or employee wages)

Approved By Department Director _____ Date _____

Approved By Purchasing _____ Date _____



Florida Department of
Law Enforcement

Tallahassee Regional Operations Center

Post Office Box 1488
Tallahassee, Florida 32302-1488
(850) 410-7845
www.fdle.state.fl.us

James T. "Tim" Moore
Commissioner

May 11, 1999

Officer Dawn A. Arnan
Davis Police Department
6901 S.W. 45 Street
Davis, Florida 33314

Dear Officer Arnan:

Thank you for your interest in the Drug Abuse Resistance Education (D.A.R.E.) Program. You have been approved by the Florida D.A.R.E. Board of Directors to attend the Instructor Training Course scheduled for June 7 - 18, 1999. The first day of training begins promptly at 8:00 a.m., Monday, June 7, 1999, at the Orlando North Hilton and Towers, 350 South Northlake Boulevard, Altamonte Springs, Florida. Please plan to arrive and check-in at the hotel on Sunday, June 6, 1999.

There is no tuition fee to attend this training course, however, lodging and meal expenses are the student's responsibility. Students will be required to stay at the training site during designated training dates. Project D.A.R.E. is approved for mandatory retraining requirements and for second dollar expenditures. Additionally, as an advanced Law Enforcement Class it is approved for salary incentive. When making reservations, identify yourself as an attendee of the D.A.R.E. Officer Training Seminar. Hotel reservations must be made as soon as possible. You may contact the Orlando North Hilton and Towers at (407) 830-1985. The hotel room rate is \$62.00 a night, plus tax for either a single or a double room.

There will be a mandatory banquet on Thursday, June 17, 1999. Each officer's attendance is required as the banquet is an extension of the training. The cost for the banquet is \$19.00. Agency administrators and/or guests are welcome to attend. For your information, each officer attending the D.A.R.E. Officer Training will have access to Belly's Health Club.

You should wear your departmental uniform on the first day of class, during the second week when making your 45-minute presentation, during school site visitations, and on graduation day, June 18, 1999. Daily dress will be slacks, street shoes, and shirt with collar (no tennis shoes, jeans, or T-shirts may be worn during class hours). Classes will begin promptly at 8:00 a.m. each morning. It is incumbent on all participants and staff to represent your Department in a professional manner during the two week training session.

Each of your presentations during the second week of training will be videotaped. This recording will be viewed only by you and the trainer assigned to you before the tape is reused. If you wish to keep a copy of your videotaped presentation, please bring a blank video cassette.

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The D.A.R.E. training staff is looking forward to working with you and your Department. Our goal is to provide law enforcement personnel and educators with the D.A.R.E. concepts and reduce the temptation of drug use among our school children. We welcome your enthusiastic participation.

Please be reminded that upon graduation from D.A.R.E. Officer Training, you must instruct the D.A.R.E. Curriculum at the exit grade of elementary school the semester immediately following graduation. This is a statutory requirement and is the final activity for full D.A.R.E. certification.

Should you have any questions or concerns, please do not hesitate to contact me at (850) 410-7568 or Mable Jerger at (850) 410-7567

Sincerely,

James T. Moore
Commissioner

A handwritten signature in cursive script, reading "Alfred L. Dennis", followed by a long horizontal flourish line.

Alfred Dennis
Statewide D.A.R.E. Coordinator

AD/mj

Enclosure